

**Atlanta ISD**



**Volunteer Handbook**

## Welcome to the AISD family!

We are very happy you have chosen to make a difference in the education of our students. Anyone can volunteer in our schools. You need no special qualifications- just a genuine love of children and a desire to help them receive the best possible educational experience. The quality of education makes a difference in the quality of lives. This affects the entire community. You can improve the quality of our children's future. Your decision to volunteer will make a positive difference.

This handbook is designed to help you better understand your role as a volunteer. You will be assisting the staff in the day-to-day endeavor to provide the best possible educational experience for each child in the school.

Thank you for caring,

Sidney Harrist  
Superintendent

## Volunteer Procedures

- In order to become an approved volunteer at one of our four campuses, you will need to complete a volunteer application which includes a release for us to perform a background check on you. Once this is complete and you are approved, you will be notified by the campus.
- Understand that the principal, counselor, or coordinator are responsible for the supervision of volunteers.
- Work in cooperation with an assigned teacher, volunteer, or staff member. Questions, suggestions and feedback should be directed to the teacher, counselor, coordinator, or to the principal
- Please sign in and out on the sheets provided in the school office. The school needs to know who is in the building, and it is helpful in identifying the number of volunteer hours given to the schools.
- Please wear the nametag designated for volunteers. You will receive this in the campus office.
- Do not smoke, use e-cigarettes, or any tobacco products in any district facility, school vehicle, or in the presence of students at school or school related activities.
- Report to the campus nurse if you are injured at school.
- Please use cell phones for emergencies only.
- Be prompt. If you are unable to come at your appointed time or will be late, please call the campus office.
- Be familiar with the school building. Ask to have a tour if this has not already been offered.

## Volunteer Code of Ethics

1. Volunteers have an obligation to conduct themselves in an ethical manner in all things pertaining to school operation and function.
2. Criticism of pupils, school personnel and school policies is made only to the principal of that campus or department director in a professional conference.
3. Do not use your associations with the school to inquire about your own or other children.
4. Refrain from discussing students or school issues including Facebook or other social media.
5. All volunteers are expected to dress in a clean, neat and mature manner to reflect their position as a role model for the students.
6. Refrain from posting on Facebook or other social media about school gossip/happenings.
7. You will have access to student, teacher and adult confidences, abilities, successes, struggles and other personal information. Please remember that such information must be left in the classroom and with the people responsible for conducting classes or for supervising the activities in which you are involved. As a volunteer, your responsibility is to maintain the confidentiality of our schools, and you must not share information which can be detrimental to any individual or group.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

## Tips for Working with Students

Developing a positive relationship with students will make your volunteer experience more enjoyable as well as more beneficial for the students. Here are some tips for helping students learn:

- Learn the students' names right away and use them often.
- Be sure that all students know your name.
- Get to know each other by first talking about things students like; then share something you like with them.
- Let students take their time warming up to you. Trying too hard to establish a relationship with them may seem intimidating or may alienate students who don't know how to deal with such "enthusiasm." Instead, make yourself accessible to them and be kind.
- Let students discover. Let students try new methods, even if you know an easier way.
- Build the student's self-confidence. Praise your students honestly and frequently.
- Respect the student's privacy and don't encourage them to tell you something they're uncomfortable with. Most of all, listen to them!
- Don't criticize students in front of their peers.
- Don't compare one student to another.
- Give attention to all students. Don't favor one or two students more than others.
- Emphasize what the student does well. Talk about the student's strengths.
- Earn respect by avoiding the "Do as I say, not as I do" syndrome. Arrive at school on time, follow directions, and be a good role model.